

Planning Formats:

Format #1:

- Address agency resources/strengths
- Set clear, measurable goals
- Address what needs to happen in order to reach the goal
- Develop strategies to address needs

Format #2:

- Identify Clear Problem and Goal
- Focus on benefits of Goal being reached
- Focus on barriers to Goal being reached
- Identify what information and data is available to inform the group
- Express feelings about what it means for the Goal to be met
- Brainstorm solutions to meeting Goal

Format #3:

- Establish Mission and Purpose
- Audit current organization
- Scan external environment (mainly pertains to the agency's competition – may be important to assess when the time comes to submit RTC's)
- Conduct market research (collected data to inform decisions)
- Creating a continuum – short and long term goals
- Develop and Implement an Action Plan
- Integrate Change Planning into your system